



Bar Hill Community Association (BHCA)

NOTICE OF MEETING



Location: The Fox, Gladeside. CB23 8DY
Title: Monthly Trustee Meeting
Time: Tuesday, 11th May 2024 at 7:30 pm

AGENDA

Reference Documents		
REF01 Minutes of the meeting held on 14th May 2024.pdf REF02 Financial Update - May 2024.pdf REF03 Trustee Retirement Procedure Review.pdf REF04 Councillors' Guide to a Councils Role as a Charity Trustee.pdf REF05 Bullying and Harassment Policy and Procedures (0.1 Draft).pdf		
Information Only Items		
IOI01 Register for Cambs Social Enterprise Place In person event 13 June 2-4pm IOI02 Kindlink: How do you manage your supporters? IOI03 Charity Excellence: Hoppy Birthday - 100+ New Funders! IOI04 Charity Excellence: Latest Funding & Free Grants IOI05 Charity Commission: Election 2024 Guidance for Charities IOI06 Cambridgeshire Acre: Village Hall Grants in 2024		
Open Forum		
OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)
Main Agenda Items		
01	Apologies received – Hilary Whipp (HW, Treasurer). Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]: BHCA Trustees: Andy Pellew (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), Anthony Mitchell (AM, Vice Chair, Christmas Event), Bunty Waters (BW), Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)	(oral)

	Volunteers/Members/Local Residents: Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD)	
02	Minutes of meeting on 14th May 2024	REF01
03	Declarations of interests	(oral)
04	Announcements from the Chair <ul style="list-style-type: none"> - “Shared Calendar” on the BHCA website will be deleted this month unless there is a volunteer to maintain it - Handover from Laura to Tracy Grant and Emma Binks for BHN Distribution is working really well and I’d like to extend my Thanks to them both! 	(oral)
05	Financial Update (including Budget Review)	REF02
06	Committee Updates: Bar Hill News (AP), Christmas Event (AM), The Europe Challenge (BW), Fête & Festival (KDC), Parks & Recreation (JFS), Phone Box Library (AP)	(oral)
10	Scheduled review: Trustee Retirement Procedure Review PROPOSAL: A trustee is nominated to update the procedure to reflect that we are no longer using Office 365 and have switched to Google Docs. NOTE: A direct link to the Google Doc is here .	REF03
11	New Policy: Bullying and Harassment Policy and Procedures PROPOSAL: With thanks to Barry for providing the policy we accept version 0.1, change it’s version to 1.0 and set it’s state to Approved. NOTE: A direct link to the Google Doc is here .	
20	Parish Council Co-operation (from AM) PROPOSAL: We formerly consider adjusting our construction to allow the Parish Council to appoint a Trustee to our board who would then act as a liaison with the Parish Council on issues requiring their cooperation. Details regarding the changes and the effects will be brought back to a future meeting.	REF04
21	New Committee: First Lego League PROPOSAL: We accept that a new committee will be set up broadly in line with existing committees to manage the First Lego League. This will be managed by BD.	(oral)

	A Terms of Reference will be produced (see here) to be agreed at the July meeting.	
22	<p>New Committee: Skatepark TG</p> <p>PROPOSAL: We accept that a new committee will be set up broadly in line with existing committees to manage the Skatepark TG. This will be managed by Dave Wright, the current chair of the existing committee, and AP the secretary.</p> <p>A Terms of Reference will be produced (see here) to be agreed at the July meeting.</p>	(oral)
23	<p>Parks & Recreation Donation</p> <p>PROPOSAL: We donate £5,000 towards the funding for the new Children's Playpark.</p>	(oral)
97	<p>Other business (including agenda items for future meetings)</p> <ul style="list-style-type: none"> - Complaints Policy Review - Complaints Procedure Review 	(oral)
98	<p>Date of Next Meeting</p> <p>PROPOSED Tuesday, 9th July 2024 @ 19:30 in The Fox</p>	(oral)
99	Thanks & Close	(oral)

<p>Dated: 11th June 2024</p> 	<p>Dated: 11th June 2024</p> 
Jenni Foster-Smith (Secretary)	Andy Pellew (Chair)